



TO: Recertification Course Sponsor

FROM: Irene Beckman
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RE: RECERTIFICATION COURSE SPONSORSHIP

The following set of instructions is based on the Washington State Department of Agriculture's (WSDA) Pesticide Recertification Course Accreditation Policy (attached).

In order for WSDA to review a course for accreditation, you must submit the following documents:

- A completed **WSDA Request for Recertification Course Accreditation form**. Even though you may have provided some course information on your cover letter or in the body of the meeting agenda, you must still submit this completed accreditation form.
- A brief but detailed **meeting agenda** that includes:
 - the start and end time of each presentation;
 - the start and end time of breaks and meals; and,
 - a short but concise summary of each presentation.

Please note - only topics dealing specifically with pesticides, pests and pest management will be approved for recertification credit.

You must submit the required documents **three weeks** prior to the first day of the course. Please allow this office one week to review your submitted information before calling about the status of your course.

Sign-up sheets are mailed or faxed to the sponsor approximately one week prior to the start of the course.

Please read the section of the attached policy that details your responsibilities as a sponsor. Failure to adhere to these requirements can result in denial of future requests.